

LUCAS COUNTY, OHIO BOARD OF COMMISSIONERS	NUMBER: 9A	PAGE: 1 OF 5
TITLE: TRAVEL POLICY	PERSONNEL X ADMINISTRATIVE	RESOLUTION NO: 00-340
EFFECTIVE DATE: MARCH 2, 2000	TYPE: X POLICY PROCEDURE	SUPERSEDES: POLICY # 9 PROCEDURE #

I. PURPOSE

The purpose of this regulations is to define pursuant to section 325.20 of the Ohio Revised Code, authorized and reimbursable expenses incurred in travel while on County business and to control the authorization and reimbursement for such expenses. Officials or county employees who are required to travel on county business, should be reimbursed for expenses incurred in accordance with provisions of this regulation. Employees who travel on behalf of Lucas County are expected to use good judgement and to make related expenditures in a prudent manner. This policy does not apply to non-convention/association travel, routine business, and training expenses incurred under the Furtherance of Justice and Pursuit & Transportation of Prisoners funds.

II. DEFINITION

ROUTINE BUSINESS EXPENSES: Those expenses incurred by an official or county employee in the administration of a particular program or activity, or which occur in the performance of job-related duties and do not include overnight lodging. Examples of routine business expenses are mileage, parking, etc.

TRAINING EXPENSES: Those expenditures incurred by an official or county employee to participate in educational and/or staff development programs separate from a conference or convention which do not include overnight lodging. Examples of training expenses are registration fees, meals, mileage, parking, etc.

TRAVEL EXPENSES: Those expenses incurred by an elected official or county employee in (1) traveling out of the area on county business, requiring overnight lodging, or (2) attending a conference or convention of a job-related professional association. Examples of travel expenses are registration fees, airfare, hotel lodging, meals, mileage, taxis, car rental, parking, etc.

III. APPROVAL OF EXPENSES

Prior to incurring any expenses for routine business, training, and travel the employee must complete an approved Lucas County Request for Travel form. The completed form must be approved by their respective department head (as designated by the appointing authority), in accordance with departmental policies and procedures. Department head expenses, under these

categories, require the approval of the respective elected official or their designated representative. The designated representative for Departments under the Commissioners' Office is the County Administrator.

Travel expenses relating to attendance at a convention or association meeting must be submitted to the Board of Commissioners for approval prior to actual travel in accordance with Ohio Revised Code 325.20. This approval by the Board of County Commissioners is required in addition to the proper authorization required by an individual appointing authority and/or department head.

All routine business, training, and travel expenses over \$100.00 dollars must be forwarded to the Auditor's Office for fund certification as part of the approval process. Expenses under \$100.00 can be departmentally certified and does not require the Auditor's certification prior to incurring the expense.

All routine business, training, and travel expenses must be approved, as required above, prior to incurring the expense. The county retains the right to refuse reimbursement of any expenses incurred without prior approval. The only exceptions are in cases in which an emergency arises and there is insufficient time for prior approval.

Convention activities which are provided as part of the convention registration fee are acceptable; however, for those social and/or entertainment events for which an extra fee is charged, the fee may not be charged to the County unless there is a direct connection to County business.

The County will not advance travel funds for people who are going to be reimbursed by a third party: i.e., you are invited to be a speaker before an organization who has agreed to pay your travel expenses. Note: funds advanced for travel are deducted from your travel code. In the event of reimbursements, the money is deposited in the general fund. The Auditor has no way to track the reimbursements to make sure they are paid.

IV. MODE OF TRANSPORTATION

The method and class of travel selected shall be that which is in the best interest of the county. Air, train, and bus transportation expenses are limited to coach fare. When travel of less than 200 miles, one way, is authorized and a county vehicle is not used for transportation, the use of a private vehicle shall be reimbursed at the prevailing Internal Revenue Service's (IRS) mileage reimbursement rate. This mileage rate shall be considered as the total reimbursement for all operating expenses incurred in the use of a privately owned vehicle on authorized County business including gasoline, maintenance, insurance, etc. The point of departure in regard to mileage charges is the office for all non-overnight travel and can be either the individual's residence or office, whichever is factually correct for over night travel. The county's mileage reimbursement rate will automatically adjust with the approved IRS rate, as updated in the IRS Bulletin. Use of a private vehicle for the convenience of the user on trips exceeding 200 miles, one way, will be reimbursed in an amount not to exceed the coach air fare cost.

A mileage reimbursement voucher must be completed and submitted with the Request for Travel Form when requesting reimbursement of actual mileage expenses. When more than one elected official or county employee travels in one private vehicle, and all have allowable expenses, only the owner of the vehicle will be reimbursed at the coach air fare rate or the allowable mileage rate, whichever is the lesser. Other employees will be reimbursed for actual expenses incurred to and from the authorized travel locations.

When a county vehicle is used for authorized travel, and expenditures for gas, oil and/or emergency repairs are necessary, receipts must be submitted in order to receive reimbursement. The use of gasoline credit cards for approved travel is available through the Lucas County Purchasing Department.

Airline reservations will be made through the county's approved travel agency. The travel agency will coordinate with Purchasing to charge tickets on the county's credit card. Purchasing Department will be responsible for reconciling charge card expenses to departmental fund codes.

When use of a rental car is approved, the employee will be reimbursed for all rental car expenses, except insurance and personal miles driven. Expenses claimed for rental cars must be supported by a copy of the rental agreement and invoice. Rental car authorization is at the discretion of department heads; however, whenever feasible maximum use of compact rental cars is encouraged. At no time will a rental car above a medium sized model be approved. Employees may upgrade to a larger vehicle, but will not be reimbursed for the difference between the approved and upgraded vehicles.

V. LODGING AND MEALS

LODGING: Expenses will be allowed for adequate lodging when accompanied by a properly executed receipt. Hotel or motel accommodations are limited to medium priced rooms as established by the department head. When an elected official or county employee is accompanied by a member of his/her family, reimbursement shall be made based on the single room rate, which shall be indicated on the lodging receipt. Each elected official of county employee should request the government rate when making lodging reservations and attempt to have the sales tax for lodging deducted from their bill, as the county has federal tax exempt status. Forms are available from Accounts Payable Division of Central Services which include the county's tax exempt number.

MEALS: Expenses for meals are reimbursable for authorized county travel on a per diem basis. The county will reimburse elected officials and county employees in accordance with the meals and incidental expenses (M&IE) rates established for the specific travel location in IRS Publication 1542 "Per Diem Rates (For Travel Within the Continental United States)" (see appendix B). Partial per diem will be authorized for approved routine business or training (no overnight) only when traveling outside Lucas or its contiguous counties (lunch and, if the business/training is scheduled so that the employee will not return to their place of residence, assuming a reasonable travel time, prior to 6:30 p.m., dinner) or when the department head authorizes reimbursement of a meal to promote community relations or county government (breakfast, lunch, or dinner). In these situations, breakfast will be

reimbursed at six dollars (\$6.00), lunch at ten dollars (\$10.00), and dinner at fifteen dollars (\$15.00). At no time will the county reimburse meals that are already provided as part of registration fees, paid by a third party etc.

VI. RECEIPTS

Receipts are required for the following:

- Transportation Costs (except privately owned vehicles)

- Lodging

- Registration Costs

- Business Telephone Calls (must verify calls with a receipt)

- Miscellaneous Costs (such as conference books, faxing, tolls, parking, etc.)

VII. REGISTRATION

Registration fees for seminars, conventions, etc. are reimbursable or may be billed directly to the county.

VIII. TYPICAL EXPENSES NOT REIMBURSABLE

- Laundry and Dry Cleaning

- Cosmetic Needs

- Private Vehicle Repairs

- Alcoholic Beverages

- Personal Telephone Calls

- Expenses by Non-County Employees

- Entertainment

- Entertainment Commuting Expenses

- Tips (tips are included in the meal per diem)

All expenses for approved travel are subject to review.

IX. REIMBURSEMENT OF EXPENSES

Upon completion of routine business, training, or travel in which reimbursable expenses were incurred, employees will indicate the actual expenses incurred in the "dollar amounts actual" column of the Request for Travel form and complete a yellow "Accounts Payable Voucher" (see appendix D). The approving authority or department head must approve the reimbursement

amount. Completed forms will be routed through the Accounts Payable Division of Central Services to the Auditor's office for payment.

X. BUDGETARY LIMITATIONS

All routine business, training, and travel expenses provided for in this policy are subject to departmental appropriations and budgetary limitations. It is the department heads responsibility to program and manage travel funds for the department.

XI. EXTENDING A MULTI-DAY TRIP

If air or other travel fare can be reduced by extending a multi-day trip to include additional day(s) at the beginning and/or end of a trip and the extension results in a cost savings to the county, the employee may elect to extend his/her multi-day trip. The per diem may be applied to any additional days as long as the total expense results in a cost savings to the county.

XII. COMBINING COUNTY TRAVEL WITH VACATION

Employees may extend approved travel at the beginning and/or end for his/her own pleasure as long as such extension does not result in additional expense to the county.

XIII. ACCOMPANIED TRAVEL

When an employee travels on county business pursuant to the provisions of this policy, and is accompanied by a non-county employee, all additional expenses (food, lodging, transportation, etc.) must be paid by the employee. When lodging expenses are involved, the employee must pay any additional lodging costs above the single occupancy rate.

APPROVED BY:

DATE: